



## Module 1: The Basics

This Self-Study module is designed for new depository coordinators, although coordinators who are familiar with the FDLP may also find this section helpful in a periodic review of depository management basics. The majority of the module includes textual explanation of basic resources that should be familiar to all depository coordinators. Questions in this module are brief and point the coordinator to the appropriate referenced resource.



[Self-Study Module 1: Basics Worksheet](#)

### Working with the Module Part in PDF

For technical information on how to work with the PDF portion of the module, please consult the information found in the [Introduction](#) to the Self-Study .

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### GPO Resources and Tools

This is a list of resources and tools referenced in the Basics module. Read these basic publications of the FDLP and separate FDLP policies to learn about the FDLP rules and regulations of a Federal depository library.

- \* [44 U.S.C. § 19](#)
  - \* [Annual Item Selection Update Cycle Instructions](#)
  - \* [askGPO](#)
  - \* [Biennial Survey](#)
  - \* [Catalog of U.S. Government Publications](#) (CGP)
  - \* [Depository Library Public Service Guidelines for Government Information in Electronic Formats](#)
  - \* [Designation Handbook for Federal Depository Libraries](#)
  - \* [FDLP Desktop](#)
  - \* [FDLP Internet Use Policy Guidelines](#)
  - \* [FDLP-L](#)
  - \* [FDsys](#)
  - \* [Federal Depository Library Directory](#) (public view)
  - \* [Federal Depository Library Directory](#) (depository login view)
  - \* Federal Depository Library Handbook, [Appendix D: Sample Selective Housing Agreement](#)
  - \* [GPO Access](#)
  - \* [GPO Knowledge Base](#)
  - \* [Item Lister](#)
  - \* [Item Number System](#)
  - \* [List of Classes](#)
  - \* [LSCM Contact Form](#)
  - \* [New Depository Coordinators Tutorial](#)
  - \* [Partnerships](#)
  - \* [Passwords Used By Depository Libraries](#)
  - \* [Request for GPO Participation Form](#)
  - \* [U.S. Government Printing Office](#)
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## Other Resources Referenced in This Module

- \* [ALA Government Documents Round Table Government Information Clearinghouse and Handout Exchange](#)
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## Communicating With GPO

In order to better answer any questions you may have for GPO about the FDLP program requirements, situations in libraries, etc, GPO has created tools for your use.

[askGPO](#) is a portal where you may ask questions even if you don't know the appropriate person or GPO unit to ask. You will be asked to select a subject category for your question. For any depository management question, please select the "Federal depository libraries" category and the appropriate sub-category, if any. This way, the questions will be successfully routed within LSCM, and you will get a more timely response. You may also use the [GPO Knowledge Base](#) by clicking on the Answers tab at askGPO. The Knowledge Base includes answers to many frequently asked questions.

Another resource to use when asking questions is the [LSCM Contact Form](#). This resource is best used when you have a specific issue and you know who the appropriate contact is within LSCM. You may submit a question or comment via forms available for each director, manager, or unit.

You will see additional contact information related to specific activities in the Federal Depository Library Handbook. Please use the guidance for notifying GPO about particular issues as directed in the Handbook so that the information is routed to the appropriate subject matter experts within GPO.

You may also request direct GPO personnel participation through the [Request for GPO Participation Form](#) for activities such as:

- \* GPO representative attendance at a library promotional event, e.g., celebration of a major anniversary of the depository's designation
- \* Onsite consultation about your individual library's depository management activities through a visit or an official library assessment
- \* Videoconference or teleconference with GPO personnel on various topics for your state or region's meeting of all Federal depository library personnel

Types of questions that GPO is able to answer involve questions about publication classification (call numbers), cataloging, your depository shipment boxes, using GPO's online resources (i.e., FDLP Desktop, [FDsys](#), [GPO Access](#), [U.S. Government Bookstore](#), and the [Catalog of U.S. Government Publications](#) (CGP), how to apply FDLP requirements in your individual library's situation, etc. Keep in mind that GPO does not maintain a library collection and is therefore unable to answer reference questions or compare the content between different formats of a publication. Regional libraries, having comprehensive collections, are typically the best resources for these types of questions.

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## About GPO

A brief overview of GPO follows.

The **Public Printer**, with the approval of the Joint Committee on Printing, is responsible for implementation of the Federal Depository Library Program. Additionally, the Public Printer



designates certain types of depository libraries as detailed in the [Designation Handbook for Federal Depository Libraries](#).

The **Superintendent of Documents**, appointed by the Public Printer, oversees the policy creation and operations of the FDLP through the LSCM business unit. Additionally, the Superintendent of Documents designates some types of depository libraries.

**Library Services and Content Management (LSCM)** manages the Federal Depository Library Program and the Cataloging and Indexing Program to ensure equitable, secure, convenient, and permanent public access to Government information. It oversees the development of processes and standards to ensure past, present, and future. LSCM staff acquire, catalog, organize, and disseminate U.S. government publications to the FDLP.

Units within LSCM are:

## **Collection Management & Preservation**

Collection Management and Preservation (CMP) is responsible for delivery of tangible publications to depository libraries, developing and holding conferences and seminars to assist in continuing education for our library partners, development or support of depository management educational resources, consultation with depository libraries about depository management issues, and organization and management of the physical and electronic collections of Federal depository library material.

Departments within this unit include:

- \* Archival Management
- \* Depository Distribution
- \* Education and Outreach

## **Library Planning & Development**

Library Planning and Development (LPD) plans, evaluates, designs, and implements new GPO programs and projects for the FDLP. LPD determines the scope, content, and objectives of specific tasks for new and existing initiatives for tangible, electronic, and Web collections within LSCM. LPD also manages the FDLP Desktop and contributes to the Web development of other GPO applications.

Departments within this unit include:

- \* Content Management
- \* Library Services
- \* Web Content

## **Library Technical Information Services**

Library Technical Information Services (LTIS) identifies and acquires Federal government information resources. It maintains the Superintendent of Documents classification system and the ILS/OPAC. The unit also provides cataloging for all formats of publications.

Departments within this unit include:

- \* Bibliographic Control
- \* Content Acquisitions
- \* Library Technical Services Support